



### 5-20-1 STP Urban, STP Rural & Local Bridge Programs

Updated December 14, 2021

#### 1.1 Originator

Systems Planning & Operations - Planning

#### 1.2 Introduction

Local Program Projects funding source is through the Federal Highway's Surface Transportation Program (STP) and broken down into three separate programs - Urban, Rural and Local Bridge. For Urban and Rural projects, the roadway must be functionally classified as a collector or higher to be eligible. State Connecting Highways and State Highways are not eligible through these programs. Urban projects must be located in a federal Urban Area, and rural projects are only eligible if they are outside the federal urban boundary areas. Local Bridge projects are eligible for bridges over 20 feet in length, located on a public roadway, and must be owned by a local governmental authority.

The solicitation of new projects for the Local Programs typically occurs every two years. The SW Region Planning Section works with Local sponsors of projects to submit applications to the Division of Transportation Investment Management (DTIM) - Bureau of Transit, Local Roads, Rails and Harbors Section (BTLRRH) in Central Office for review and approval when a program solicitation cycle occurs. DTIM/BTLRRH is the responsible authority for the Local Program applications and guidelines, with the SW Region Planning section reviewing eligibility, improvement type/scope and project estimates before they are submitted for approval by CO. Approved projects generally receive 80% federal funding with a 20% local sponsor cost share.

#### 1.3 Process

Applications, forms, and policies/guidelines are created and provided to the WisDOT Region's by DTIM/BTLRRH. Once these materials are posted to the WisDOT Website for Local Programs, the SW Region will provide assistance to local governments; including, Regional Symposium's to educate program sponsors and consultants on the policies/guidelines. The Regional Local Program Manager is the lead contact for Town's/Village's/Cities/Metropolitan Planning Organizations (MPO's) and Counties within the SW Region to assist in the application process.

SW Region is required to review the eligibility, project scope, and financial estimates for reasonableness and accept the application prior to submission to DTIM/BTLRRH for approval. SW Region systems planning staff programs the project into the Financial Integrated Improvement Programming System (FIIPS) and creates the State Municipal Agreement (SMA) for approval by the local sponsor of the project. Once the SMA is approved by WisDOT, charging can then occur on the project.

Once the project is approved for charging, the SW Region's Project Development Section (PDS) works through the design and construction phases of the project and assists in the coordination of activities which are required for any federally funded project through completion in the Local Programs. STP-Urban, STP-Rural and Local Bridge projects are state LET and must follow all the rules pertaining to the state LET process.

SW Region MPO's are responsible for the solicitation, prioritization and approval for their STP - Urban funding allocations which are granted within their urbanized boundary areas defined by FHWA. The Planning Section works directly with MPO's within the SW Region on their approvals and projects programmed in the SW Region. The Region Planning Section also reviews and updates the MPO's Transportation Improvement Program (TIP) when projects are approved in this program.

Through the phases of these approved projects, Regional staff monitors the approved funding, design and letting schedule and any changes in the scope or improvement type until the project is LET and construction is completed. Local sponsors can cancel projects or substitute projects for eligible candidate projects, but those changes must be reviewed by the SW Region Planning section and approved by DTIM/BTLRRH.

#### 1.4 References

[SW Region Urbanized/Urban Areas](#)

[Assistance Programs](#)

Local Program Manager - Michael Erickson [michael.erickson@dot.wi.gov](mailto:michael.erickson@dot.wi.gov)

Local Program Engineer - Rob Winterton, [robert.winterton@dot.wi.gov](mailto:robert.winterton@dot.wi.gov)

Local Program PDS Project Manager - Lorraine Betzel, [lorraine.betzel@dot.wi.gov](mailto:lorraine.betzel@dot.wi.gov)

Local Program PDS Project Manager - Brandan Burger, [brandan.burger@dot.wi.gov](mailto:brandan.burger@dot.wi.gov)

Local Program PDS Project Manager - Valerie Guider, [valerie.guider@dot.wi.gov](mailto:valerie.guider@dot.wi.gov)

Local Program PDS Project Manager - Zach Pearson, [zachary.pearson@dot.wi.gov](mailto:zachary.pearson@dot.wi.gov)

Michael Erickson

8/5/2015

Author

Date

## **5-20-5 Transportation Alternative Program (TAP)**

*Updated December 14, 2021*

### **5.1 Originator**

Systems Planning & Operations - Planning

### **5.2 Introduction**

Transportation Alternatives Program (TAP) funding is through the Federal Highway's Surface Transportation Program (STP). TAP funding is another sub-set of STP funding allocated to WisDOT. TAP incorporates the following three WisDOT multi-modal Transportation Improvement Programs: Safe Routes to School (SRTS); Transportation Enhancements (TE); and the Bicycle & Pedestrian Facilities Program (BFPF).

Eligible sponsors include local entities with taxing authority. TAP allocates funding that includes on- and off-road pedestrian and bicycle facilities, infrastructure projects to improve non-driver access to public transportation and enhanced mobility, safe routes to school projects, and other activities defined as transportation alternatives. Additional information regarding eligible project sponsors and activities can be found on the [FHWA TAP website](#).

The solicitation of new projects for TAP normally occurs every odd year (i.e. 2015, 2017, 2019, etc.). The SW Region Planning Section works with Local sponsors of projects to submit applications to Department of Transportation Investment Management/Bureau of Transit Local Roads, Rails and Harbors (DTIM/BTLRRH).

TAP is allocated competitively based on a selected committee ranking of applications and makes recommendations to the WisDOT Secretary for approvals.

DTIM/BTLRRH is the responsible authority for the TAP applications and guidelines, with the SW Region Planning section reviewing eligibility, improvement type/scope and project estimates before they are submitted for approval by the TAP selection committee and forwarded on to the WisDOT Secretary for approval.

TAP is a reimbursement program. Project sponsors fund the project work as it is completed and submits a reimbursement request to WisDOT. The sponsor must have the appropriate funding budgeted prior to submittal of an application. TAP projects generally receive 80% federal funding with a 20% local cost share up to the capped amount of the federal awarded funding for the project. Any project costs in excess of the approved award amount will be funded entirely by the local sponsor.

TAP projects approved by the WisDOT Secretary are managed and delivered by SW Region staff.

Sponsors are required to complete a certification training in order to administer a locally Let project. The SMA cannot be approved without certification acceptance by the WisDOT Local Program Project Development Section (PDS) Engineer.

SW Region systems planning staff programs the project into the Financial Integrated Improvement Programming System (FIIPS) and creates the State Municipal Agreement (SMA) for approval by the local sponsor of the project. Once the SMA is approved by WisDOT, charging can then occur on the project. It is at this phase that the SW Region's PDS staff begins managing the project through the design and construction phases.

Wisconsin Statutes Section 85.021 requires project/s to commence within four years of project award or the award is rescinded. This deadline is set by Wisconsin Statute and cannot be extended.

### **5.3 Process**

TAP projects follow a similar process described for STP-Urban, STP-Rural and Local Bridge above with the exception that there are NO project substitutions in the TAP program.

### **5.4 References**

[SW Region Urbanized/Urban Areas](#)

[WisDOT TAP website](#)

[FHWA TAP website](#)

Local Program Manager - Michael Erickson, [michael.erickson@dot.wi.gov](mailto:michael.erickson@dot.wi.gov)

Local Program Engineer - Rob Winterton, [robert.winterton@dot.wi.gov](mailto:robert.winterton@dot.wi.gov)

Local Program PDS Project Manager - Lorraine Betzel, [lorraine.betzel@dot.wi.gov](mailto:lorraine.betzel@dot.wi.gov)

Local Program PDS Project Manager - Brandan Burger, [brandan.burger@dot.wi.gov](mailto:brandan.burger@dot.wi.gov)

Local Program PDS Project Manager - Valerie Guider, [valerie.guider@dot.wi.gov](mailto:valerie.guider@dot.wi.gov)

Local Program PDS Project Manager - Zach Pearson, [zachary.pearson@dot.wi.gov](mailto:zachary.pearson@dot.wi.gov)

Michael Erickson

8/5/2015

Author

Date

---

## 5-20-10 Transportation Economic Assistance (TEA)

Updated December 6, 2019

### 10.1 Originator

Systems Planning & Operations - Planning

### 10.2 Introduction

Transportation Economic Assistance (TEA) program provides state grants to local project sponsors to assist private businesses improve their transportation facilities. These grants are eligible for roadway, rail, harbor, and airport projects that either create new jobs/employees in the state or encourage current businesses to remain and/or expand in the state. TEA projects are solicited through the Bureau of Planning and Economic Development Section in Department of Transportation Investment Management (DTIM) and are approved by the Secretary's Office. TEA projects can be solicited at any time until the State biannual funding has been exhausted. During the approval process, SW Regional planning staff assists in the review of the scope, estimated costs and other various engineering issues associated with the project, and reviews various engineering documents for approval after the project has been approved and prior to construction. The TEA program is designed to implement an improvement quicker than the normal state programming process and allows for projects to move from concept, design, and construction in as little as 90 days.

Approved projects receive 50% State funding for eligible costs associated with the projects as a reimbursement once completed. Local sponsors must pay for the improvement prior to completion and, once completed, are eligible to receive the grant amount approved. Project funding is capped upon approval by WisDOT.

After DTIM approves a TEA project, they are managed and delivered by SW Region Systems Operations Planning staff, but no PDS staff from the Region or MC's assist in the delivery of TEA projects in the SW Region. Not all WisDOT regions follow this process. At the present time, the Local Program Engineer in the SW Region approves the Traffic Management Plan (TMP), Design Study Report (DSR) and Environmental Report. SW Region systems planning staff programs the project into the Financial Integrated Improvement Programming System (FIIPS) and creates the State Municipal Financial Agreement (SMFA) for approval by the local sponsor of the project. Once the SMFA is approved by WisDOT, the project is now eligible for reimbursement once the project is completed.

The Region Planning Section also reviews and updates the MPO's Transportation Improvement Program (TIP) when projects are approved in this program.

### 10.3 Process

After approval of a SW Region TEA project, the region's planning staff makes sure all requirements are met, programs the projects in FIIPS, and ensures the project meets design standards. These projects are locally let and locally managed. However, the region reviews the project for completion, and receives the necessary "Project Completion Certificate". This includes a site visit and then reimbursement of the project by the SW Region Local Program Manager after review of the submitted project invoices and payments to the design and construction consultants/contractors of the project.

### 10.4 References

[SW Region Urbanized/Urban Areas](#)

[WisDOT TEA website](#)

(TEA) SW Regional Manager - Michael Erickson - [michael.erickson@dot.wi.gov](mailto:michael.erickson@dot.wi.gov)

Local Program Engineer - Rob Winterton, [robert.winterton@dot.wi.gov](mailto:robert.winterton@dot.wi.gov)

*Michael Erickson*

Author

8/5/2015

Date